



City of Tempe

COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) TECHNICIAN I+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	139	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$20.010577
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$27.013942
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Utility Services Technician II+
<i>Drug Screen / Physical:</i>	Y	N	<i>EEO4 Group:</i> Technicians

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the CMMS Technician series. This class is distinguished from the CMMS Technician II+ by the performance of more routine tasks and duties assigned to positions within the series related to providing maintenance management information and maintaining an efficient work order operation.

REPORTING RELATIONSHIPS

Receives general supervision from supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of experience operating or maintaining water production, distribution or wastewater collection or treatment infrastructure, storm drain infrastructure and/or flood irrigation infrastructure, and experience using supporting computer applications; or two years experience in water utilities customer service and use of computer applications to research inquiries and manage requests for service.
<i>Education:</i>	Equivalent to the completion of the twelfth grade supplemented by training or course work in computer science, engineering, surveying, drafting, operations or maintenance of water production, distribution or wastewater collection or treatment infrastructure, storm drain or flood irrigation infrastructure or a degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan for the Water Management Division's operational predictive and preventive maintenance and to schedule staff and equipment necessary to complete that work. To organize data and use the Computerized Maintenance Management System (CMMS) in order to yield and analyze operational management and costing information.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Enter, maintain and update computerized digital records for the utilities associated with water production and distribution, wastewater collection, storm drains, and flood irrigation. Create and generate reports and provide technical information to Water Management Division staff, the general public, other City departments, and outside agencies including engineers, developers, designers, and utility companies.
- Create, distribute, track and resolve work orders based upon requirements from internal and external entities for work to be performed on water production and distribution and wastewater collection and treatment infrastructure; schedule staff and equipment necessary to carry out the predictive and preventive operational maintenance activities.
- Retrieve complaints from the website, create a work order and route personnel accordingly; initiate and answer phone calls to and from citizens, contractors, and field personnel requiring information stored within various databases; route incoming calls to the proper person as needed.
- Provide assistance establishing programs for the predictive and preventive maintenance of water production, distribution and wastewater collection and treatment infrastructure components based upon historical data of maintenance and use.
- Provide maintenance information to supervisors and teams as necessary.
- Train and assist plant and field personnel with asset management and mapping applications.
- Retrieve and assign permits for work in public right of ways.
- Perform occasional field checks on water, sewer, storm drain, plant and field site assets to accurately reflect this information in the appropriate database; may assist Crews in plants and field work as needed.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects up to 40 lbs., such as file boxes;

- Operate city vehicles;
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Work in stationary position for considerable periods of time;
- Operate computers, calculators, and other office machines;
- Extensive reading and close vision work.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective April 2000

Revised Nov 2004

Revised November 2016 (add physical and/or mental activities)

Revised December 2018 (update min quals and job duties)

Revised March 2019 (PW Reorg – moved to Municipal Utilities Department)